

Timeline for LaNA Administration

This tentative timeline outlines the key phases of implementing IEA's Literacy and Numeracy Assessment (LaNA), indicating the approximate timeframe for each major task and the associated responsibility (whether the participating country, the LaNA International Team, or both parties are responsible). More detailed national timelines will be discussed with participating countries in individual consultations.

LaNA is designed to be implemented in 15-18 months from project inception to reporting. A country's specific LaNA schedule depends on the project start date, the national academic year, and the needs of the participating country. The following example schedule for a 16-month timeline assumes an academic year starting in August–September and ending in May–June of the following year.

A preliminary project preparation phase may be needed prior to the official start of the timeline. The duration of this phase depends on the country's existing capacity, internal structures, and prior experience with large-scale assessments.

High-Level Timeline

Year 1

- **Month 1 (September):** Project Inception Meeting
- **Month 4 (December):** Practice Administration
- **Month 8 (April):** Main Data Collection
- **Month 11–12 (July–August):** Data Processing and Weighting

Year 2

- **Month 13–15 (September–November):** Data Analysis and Report Development
- **Month 16 (December):** Release of Report and Database

Detailed Timeline

Phase	Timeline	Key Activity	Responsibility
Preliminary Preparation	<i>Prior to Month 1</i>	A preliminary project preparation phase prior to the official start of the timeline. This may involve making administrative arrangements, organizing resources and staffing, and engaging stakeholders.	<i>Country with support of LaNA International Team</i>
		<i>Optional workshop: Project Initialization and Management (with subsequent targeted support during key stages of project implementation)</i>	<i>LaNA International Team & Country</i>

Phase	Timeline	Key Activity	Responsibility
Project Initialization	Month 1	Inception Meeting (including sampling consultations and overview of Survey Operations Procedures)	LaNA International Team & Country
Practice Administration (PA) and Main Data Collection (DC) Sampling and Instrument Preparation	Month 1	Provision of international instruments and Survey Operations Procedures manuals for procedural PA instrument preparation	LaNA International Team
	Month 1	<i>Optional workshop: National Questionnaire Development</i>	LaNA International Team & Country
	Month 1	Initial preparation of sampling frame and related documentation	Country
	Month 2	Adaptation of context questionnaires/ instrument preparation (if applicable)	Country
	Month 2–3	Centralized translation (non-English languages) and verification of PA instruments. Translation and verification procedures of material for Main Data Collection ongoing until Month 6	LaNA International Team
	Month 3	Selection of PA sample and establishment of school contact for PA	LaNA International Team & Country
	Month 3	Training for PA (test administration, data entry, and scoring*)	LaNA International Team & Country
	Month 3	Within-school sampling and instrument label production for PA	Country
	Month 3	Instrument verification and booklet production for PA	LaNA International Team & Country review
	Month 4	Printing and sending PA materials to schools	Country
	Month 4	Practice Administration (~1-2 days)	Country
	Month 4	Submission of final sampling frame and forms to LaNA International Team	Country
	Month 5	PA data entry and scoring*	Country
	Month 5–6	PA data processing and analysis	LaNA International Team & Country
	Month 6	Review meeting (PA procedures and instruments)	LaNA International Team & Country
Main Data Collection	Month 6	Release of DC Survey Operations Procedures manuals and software	LaNA International Team
	Month 6	Provision of DC school sample to country	LaNA International Team
	Month 6	Establishment of school contacts for DC	Country
	Month 6	DC instrument adaptation/finalization of translation and verification of remaining materials/layout verification	LaNA International Team
	Month 6	Final verification of instruments	Country

Phase	Timeline	Key Activity	Responsibility
	Month 6	Workshop on DC test administration, data entry and scoring*	LaNA International Team
	Month 7	Training of test administrators	Country
	Month 7	Within-school sampling, printing, labeling, and sending materials to schools	Country
	Month 8	Main Data Collection (1–3 weeks)	Country
	Month 9–10	DC data entry and verification and scoring*	Country
Data Processing and Weighting	Month 11	DC data processing	LaNA International Team
	Month 12	DC weighting	LaNA International Team
Analysis and Report Development	Month 13-15	Analysis and report development	LaNA International Team
	Month 15-16	<i>Optional Workshops: Secondary Analysis with LaNA Data, Policy Brief Development (can also be conducted beyond Month 16)</i>	LaNA International Team & Country
	Month 16	Report and database release	LaNA International Team & Country
Reporting and Dissemination	Month 16 and beyond	National dissemination of LaNA results, further analysis, and policy recommendations	Country
	<i>Subsequent months</i>	<i>Additional optional workshops with country and partners related to dissemination of results, policy recommendations, further secondary analyses</i>	<i>LaNA International Team & Country (& relevant partners)</i>

*Scoring only applies to countries choosing to administer the supplemental LaNA booklets.